

Company Uniform Policy

To: All Service Employees
From: Harold Stangle, Project Manager
Date: July 8, 2016
Re: Company Uniform Policy

The following agreement details the terms of our company uniform policy with which you are asked to comply.

UNIFORMS

The following items will comprise the Hamilton Private Security uniform and is considered company policy.

Mandatory Uniform Items

1. Black trousers similar to Dickies (no cargo pants).
 - a) these trousers can be purchased through Uniform Warehouse in Northridge. (deluxe poly/cotton four-pocket trousers \$19.99).
2. Grey uniform shirt with Hamilton shoulder patches provided by Hamilton.
3. Gold Hamilton badge with assigned number.
4. Black boots or black leather shoes with black socks.
5. Black belt.
6. Duty belt equipped with:
 - a) Firearm (two extra mags)
 - b) Handcuffs
 - c) Baton
 - d) Flashlight
7. Shoulder holster accepted in lieu of duty belt.
8. Black security cap (optional).

UNIFORM CLEANING ALLOWANCE -- Uniforms must be dry cleaned to preserve their durability and appearance. A cleaning allowance of \$12 (to help offset the costs) will be added to your paycheck each month.

All mandatory items must be worn in unison and as they are intended (i.e., no rolling up of pants or shirts, shirts are to be tucked in at all times, etc.) In addition, if choosing to wear the black cap it must be worn straight (not sideways or backwards).

Employees are expected to practice good hygiene and are expected to look presentable and professional at all times. In addition, employees are expected to be clean shaven at all times. Facial hair is acceptable; however each employee is required to keep all facial hair well-trimmed at all times.

There are to be no exceptions, substitutions or additions to the uniform. The company uniform is intended solely for the ease of identification of Hamilton employees as well as improving the overall image of the company.

Please note that the uniforms are to be worn at all times during Hamilton Private Security business and/or related work, whether it be during normal working hours, overtime, weekends and/or during shift substitutions. In addition, wearing the uniform at times other than official company business is strictly prohibited.

By virtue of this agreement, you agree that you have been issued two company uniforms in good condition. The uniform is considered to be property of Hamilton Private Security at all times and all company issued items must be returned upon departure from the company. By signing this agreement you are agreeing that you will use the uniform in accordance with the terms detailed herein. In addition, you agree to immediately report any damage (rips, tears, stains, etc.), loss or other impairments to the uniform should they occur so a replacement can be ordered in a timely manner.

Should you violate the uniform policy, you will be subject to disciplinary action to include, but not limited to, warning, suspension and/or termination of job duties.

X _____ Signature